SANS Securing The Human (STH)



State of Montana Information Security Awareness Training Program

Administrator's Guide

One page cheat sheets on "How To"

How to Use This Guide

- These one page cheat sheets are brief reminders of where to go and what steps to take for a variety of administrative tasks. The use of these cheat sheets may require an initial hands on training session from the ISSO.
- If more detailed assistance is needed please contact ISSO for assistance or training.
- <u>Default Views</u> the first cheat sheet (next page) points out key parts to the home page that will impact success in completing certain tasks such as selecting the appropriate "Account" to effect the change being attempted.
- Highlighted Menu Items the menu items to be used for the task being defined will be highlighted.
- Right Side of Page Step by step instructions are provided on the right side of the page.
- Arrows point from the instruction statement to the menu item(s) or group that relates to the instruction.



DEFAULT view information

State of Montana - Information Security Awareness & Training

James Ashmore Lo



Home ► Client Administration State of Montana - Information Security Awareness & Training **Account Status** Seats Used: 1 Queued Users: 0 **Show Student View** Seats Remaining: 2476 State of Montana Introduction Pass Sub-accounts: 199 ✓ You Are The Target Pass Seats Used: 6832 Queued Users: 5555 √ Social Engineering Pass Seats Remaining: 5695 Email and IM Pass Browsing Pass **Account Admin** Social Networking Pass Customize Logo & Title Customize Emails √ Mobile Devices Pass Add Custom Content Customize Affirmation Message √ Passwords Pass Completion Certificate √ Encryption Pass **Account Management** √ Data Protection Pass Manage Sub-Accounts ✓ Data Destruction Pass Assign Training Policy Add Users 4 √ Wi-Fi Security Pass Allocate Users √ Working Remotely Pass Insider Threat Pass **User Management** Help Desk Pass Show All Users Assign User Training IT Staff Pass Manage Queued Users Manage Inactive Users √ Physical Security Pass View User Profiles ✓ Protecting Your Personal Computer Pass Reports Hacked Pass Senior Leadership Pass Summary Reports Historical Training √ The Red Flags Rule Pass **End of Year** ✓ Ethics Pass Manage Reset Permissions Reset Training √ Advance Persistent Threat Pass Release Seats Cloud Pass **Profile** √ Data Retention Pass Change Password √ Social Security Numbers Pass Choose Language (English) √ Privacy Pass Help

Default settings – when SANS is opened or when menu pages are selected a default structure is viewed. The following list provides an awareness of what these default structures should contain and /or how they may be impacted by the selected account in **Account Status**:

- **Account Status** > Top Level account is selected by default (note that for some tasks this selection must be changed to the specific sub-account needing to be changed or updated.
- Account Admin > This menu group is not effected by the Account Status selection.
- Account Management > "Add Users" must have the Account needing change selected to complete process correctly. The other menu items in this group should have the Top Level account selected. The view will allow you to see all accounts for the other menu items.

User Management > In this group "Show All Users" and "View User Profiles" default view will only show the selected account. The other menu items in this group when the Top Level account is selected in Account Status you will be able to see all sub-accounts and make the appropriate change to each one individually or all together.

Reports > use this group with Top Level account selected in Account Status

Profile > no effect Help > no effect

End of Year > DO NOT USE

Client Confidentiality in Law Offices Pass

END Pass

Contact Support

Site Status

FAQ for Client Administrators



Adding new Users/Trainees

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✓ Data Retention Pass

√ Social Security Numbe

Client Confidentiality in

√ Privacy Pass

END Pass

James Ashmore LT



Home ► Client Administration State of Montana - Information Security Awareness & Training **Account Status** Seats Used: 1 Show Studer 2. Queued Users: 0 Seats Remaining: 2476 State of Montana ntroduction Pass Sub-accounts: 199 You Are The Target Pa Seats Used: 6832 Queued Users: 5555 Social Engineering Pas Seats Remaining: 5695 Email and IM Pass Browsing Pass **Account Admin** ocial Networking Pas Customize Logo & Title Customize Emails Mobile Devices Pass Add Custom Content Customize Affirmation Message Passwords Pass Completion Certificate **Encryption Pass** Account Managemen **Data Protection Pass** Manage Sub-Accounts Data Destruction Pass **Assign Training Policy** Wi-Fi Security Pass Add Users Allocate User Working Remotely Pas Insider Threat Pass **User Management** Help Desk Pass Show All Users Assign User Training **IT Staff Pass** Manage Queued Users vianage mactive users Physical Security Pass View User Profiles Protecting Your Person Reports Hacked Pass √ Senior Leadership Pas Summary Reports Historical Training PII Pass √ The Red Flags Rule Page **End of Year** ✓ Ethics Pass Manage Reset Permissions Reset Training ✓ Advance Persistent Th Release Seats √ Cloud Pass

Profile

Help

Change Password

Contact Support

Site Status

Choose Language (English)

FAQ for Client Administrators

Make sure your top level account is 1. selected to start this process

- Move appropriate number of seats to the training group(s) where individual(s) is being added. Open "Manage Sub-Accounts" to move seats. Go to the account being effected and add seats using the "Move Seats" option.
- 3. Return to the Account Status and select the specific training group the individual is being added to (select from drop down)
- 4. Under Account Management open "Add Users" and enter the appropriate information.
- Return to home page User 5. Management and open "Assign User Training." Select the trainee(s) and **UN-CHECK** the E-mail Notification box, then click on assign lessons.
- Return to home page User 6. Management and open "Manage Queued Users." Select the new user and ACTIVATE user.

NOTE: all pages where you are making a change will have an option button or a pop-up option to "Apply Changes" or "Confirm" and/or "OK" to complete the process.



UPDATE a User Account

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raining James Ashmore

From

mkeaster@mt.gov

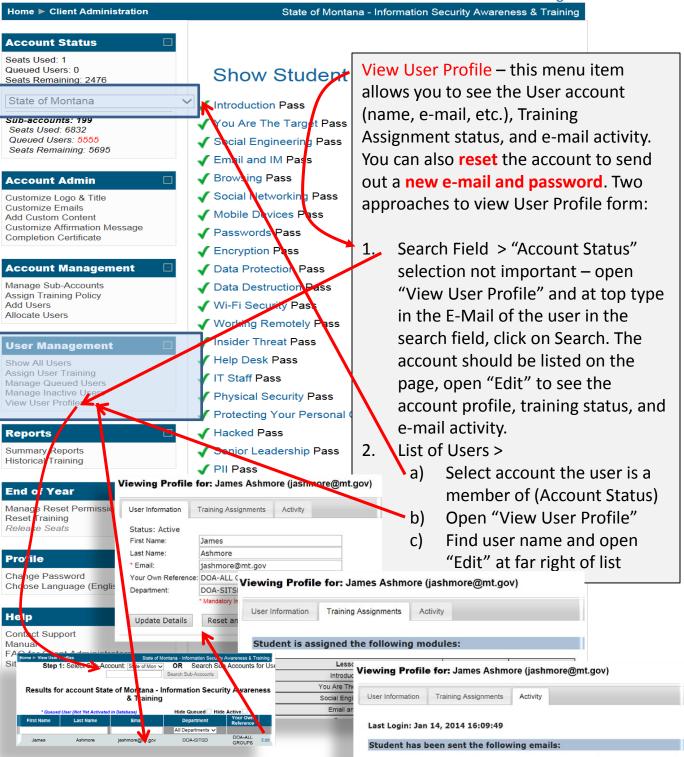
mkeaster@mt.gov

mkeaster@mt.go

Oct 02, 2012 20:29:49 (GMT)

Dec 03, 2012 14:55:42 (GMT)

Dec 17, 2012 21:46:31 (GMT)



Training Update Notification

Reports - Training Reminder

Account Reset



First Name

Dennis

William

Ruth Anne

David

Last Name

Ahlgren Birlut

Gianoulias

Hansen

McAlpin

Email

dahlgren@mt.gov

dbirlut@mt.gov

bgianoulias@mt.gov

ruhansen@mt.gov

davemcalpin@mt.gov

Department

DOA-BFID

DOA-GSD

DOA-RMTD

DOA-DO

DOA-STAB

Reference

DOA - Annual

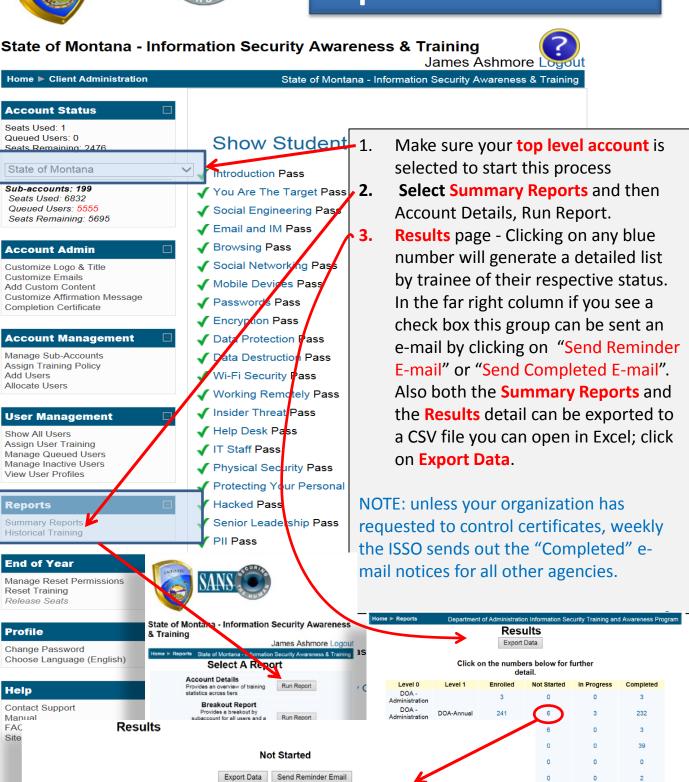
Reports & Reminders

Select All

Unselect All

42

Email Sent



Enroll Date No. Assigned Modules

18

18

2013-10-28

2013-10-28

2013-10-28

2013-10-10

2013-10-28



Certificates

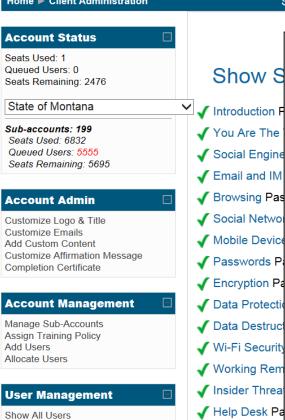
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Home ▶ Client Administration

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Assign User Training

View User Profiles

Summary Reports Historical Training

End of Year

Reset Training

Release Seats

Change Password

Contact Support Manual

Site Status

Profile

Help

Manage Reset Permissions

Choose Language (English)

FAQ for Client Administrators

Reports

Manage Queued Users Manage Inactive Users Show S

🗡 🗸 Introduction 🖣

- ✓ You Are The
- Social Engine
- Email and IM
- Browsing Pas
- Social Networ
- Mobile Device
- Encryption Pa
- Data Destruc
- Wi-Fi Security
- Working Rem
- Insider Threa
- Help Desk Pa
- IT Staff Pass
- Physical Security

Protecting Yo

Hacked Pass

Senior Leade

PII Pass

The Red Flag

- Ethics Pass
- Advance Pers
- ✓ Cloud Pass
- Data Retention
- Social Securit
- Privacy Pass
- Client Confide
- END Pass

NOTE: Completion Certificates are issued weekly by the ISSO which sends out the "Completed" e-mail notices for all agencies. A few exceptions are those agencies who have requested to manage this process for their organization.

At this time we do not have an automated process to update HR training records with this completed information. You will need to make sure the user/trainee provides a copy of the certificate for their HR record or you can run a Summary Report and export for your records on all users/trainees.

If your agency desires to manage this process please contact the ISSO.

CPE credits – the default certificate from the SANS completed training issues 1 hr CPE credit on the certificate. If you have certified professionals such as Accountants, Auditors, IT systems, and Information Security, etc., the ISSO can issue a 2 hr CPE certificate based on the added modules requiring on average 2 hours (120 Minutes) to complete, which is over the 50 minute per hour standard by most accreditation requirements.



Armond Sergeant

Bonnie Shoemaker Bonny Belling

Arnold Hatling

Bertha Stein

Help

Manual

Site Status

Contact Suppo

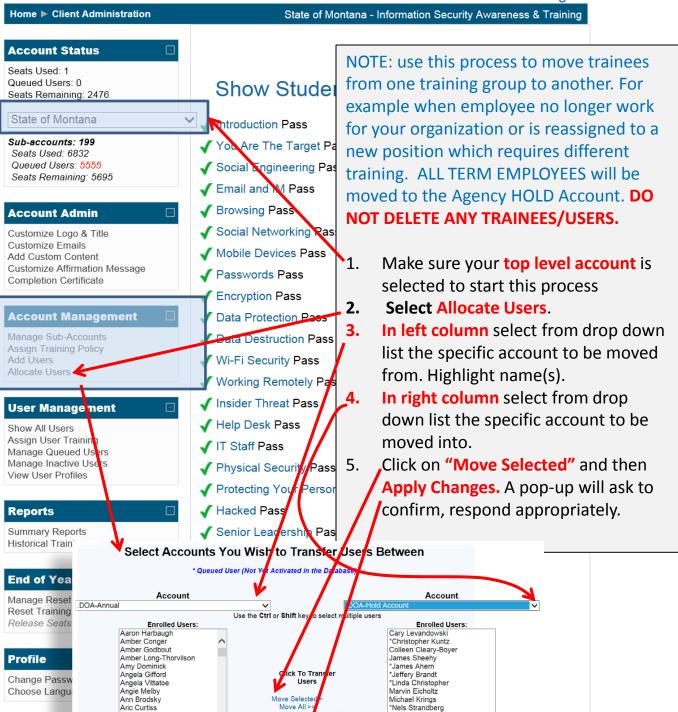
FAQ for Client Administrators

Moving or Removing Users

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Paige Tabor

Apply Changes

Abandon Changes

Patricia Doherty

William Olson

William Allen-Hold

Help, Training, Contact Information

The Information Systems Security Office (ISS), Risk Management section is the state wide contact for the State of Montana Information Security Awareness Training program. If you would like assistance with training new organization administrators for this program, more detail on the use and administration of this program, or any other help and assistance please use the following resources to obtain this assistance:

- 1. Routine Training, Administration Assistance, Program ,or Software problems.
 - a) Submit a service ticket request:

Servicedesk.mt.gov (Online)

servicedesk@mt.gov (E-Mail)

406-444-2000

(Phone)

- 2. Emergency/Urgent time sensitive assistance to resolve InfoSec training records/issues.
 - a) Call ISSO staff

Jim Ashmore 444-2571

Ron Kosena 444-4557

Lisa Vasa 444-2898

- Other contact and information resources:
 - 1. InfoSec Web Site: http://infosec.mt.gov/default.mcpx
 - 2. General Risk Management E-Mail Box: DOASITSDRiskMgt@mt.gov

Reset Password

Starting at your high level account "Montana Department of Public Health and Human Services":

* select View User Profile – After



Montana Department of Public Health and Human Ser

